

SUMMARY OF CONTENTS

Before beginning any work on your proposal, read the policy guidelines thoroughly. As you complete the grant application, please use this check-list as a guide. Complete and sign this page, and turn it in with the application as page 2. When submitting the grant application, please put together the requested information in the following order. Please check “Yes” if the information is enclosed with the application.

	YES	NO	N/A	GOV Use Only
1. General Information Form (Attached Form, pg 1)	_____	_____		_____
2. Summary of Contents (Attached Form, pg 2)	_____	_____		_____
3. Prior Accomplishments	_____	_____		_____
4. Problem Statement and Needs Assessment	_____	_____		_____
5. Proposed Grant Project Goal(s)	_____	_____		_____
6. Proposed Grant Project Objectives	_____	_____		_____
7. Proposed Grant Project Monitoring and Evaluation	_____	_____		_____
8. Proposed Grant Project Staffing Pattern	_____	_____		_____
9. Proposed Grant Project Collaboration	_____	_____		_____
10. Underserved Populations	_____	_____		_____
11. Civil Rights Contact Information	_____	_____		_____
12. Compliance with Guidelines Check List (Attached Form) and Narrative	_____	_____		_____
13. Budget Summary Form (Attached Form)	_____	_____		_____
14. Budget Narrative	_____	_____		_____
15. Program Budget	_____	_____		_____
16. Current Fiscal Year Agency Budget	_____	_____		_____
17. Next Fiscal Year Agency Budget	_____	_____		_____
18. Three current letters of support from local units of government if not for profit (if applicable)	_____	_____	_____	_____
19. Proof of 501(c) Status if not for profit	_____	_____	_____	_____
20. Copy of Current Certificate of Good Standing with Kansas Secretary of State, (785) 296-4564, if not for profit	_____	_____	_____	_____
21. (a) Copy of Current Audit Report if not for profit If governmental agency, state when and by whom an audit is completed and where it is kept	_____	_____	_____	_____
(b) Copy of auditor's letter to management	_____	_____	_____	_____
(c) Copy of applicant's response to auditor's letter to management	_____	_____	_____	_____
22. All the information is in the correct order as listed	_____	_____	_____	_____
23. There is one original and one copy of the grant application and one copy of the current Audit Report if a not for profit agency.	_____	_____	_____	_____

If the application is submitted incomplete, it will be returned immediately and will not be reviewed.

SIGNATURE OF PERSON COMPLETING APPLICATION

